Alumni 2021 Virtual Reunion Checklist

Alumni & Reunion Week is the perfect opportunity to connect, reminisce, and see old friends. Leading a class reunion is a rewarding experience and our team is available to support your planning. Your reunion success is our priority.

Role of Reunion Leader
- Acting as primary contact for your reunion and classmates
- Connecting with Alumni Affairs & Development (AA&D) on reunion interest
- Signing volunteer confidentiality form
- Requesting class/group list
- Consulting your class, executive, or fellow planners to begin planning reunion itinerary
- Making any special requests on behalf of your reunion group to AA&D
- Make reunion decisions and communicate final plans to AA&D
- Promoting your reunion to classmates/friends through email, phone calls, and a reunion newsletter (if desired)

Role of Alumni Affairs & Development Staff
- Providing Reunion Leaders with updated class lists
- Providing access to Zoom platform for requested virtual reunions
- Providing programming opportunities for alumni throughout the week
- Providing reunion newsletter to reunion groups, if requested
- Promoting reunion activity on website and sending evite
- Co-ordinating registration and payment (if applicable)
- Providing regular updates on registration numbers
- Providing support during virtual reunion event
- Enhancing virtual reunion activity with agreed upon activities (ex: mailed reunion boxes or virtual group reunion video)
- Fundraising support for groups interested in celebrating a milestone anniversary through a class group project

Stay Connected

GENERAL INQUIRIES & REUNIONS
Alexandra MacDougall
Coordinator, Alumni and Reunion Week
519-824-4120, ext 52996 | reunions@uoguelph.ca
## Key Dates Checklist

<table>
<thead>
<tr>
<th>Deadline Date</th>
<th>Details</th>
</tr>
</thead>
</table>
| June-September 2020    | - Connect with Alumni Affairs on reunion interest  
- Sign volunteer form  
- Request class/group list |
| October 7, 2020        | - Attend **Reunion Leader Meeting**                                                                                                      |
| November - January, 2021 | - Consult your class, executive or fellow planners to begin making reunion decisions  
- Compile content for your reunion newsletter  
- Select date and time for virtual reunion |
| February 3, 2021       | - Deadline for inclusion of Reunion Event listings in the **Alumni & Reunion Week 2021** marketing materials.  
  *All events your class will attend as a group must be provided to reunions@uoguelph.ca by February 3, 2021. For any off-campus activity, please provide times, venues, pricing, and the appropriate contact info.* |
| March 05, 2021         | - Deadline for submission of reunion newsletters for mailing before **Alumni & Reunion Week 2021**  
- Deadline for virtual reunion enhancements (video, reunion box, etc.) |
| Early May 2021         | - Registration for **Alumni & Reunion Week 2021** including payment if applicable                                                        |
| May - June 2021        | - Reunion Leaders who have signed a Volunteer Agreement will receive regular updates of registrations for their group-specific activities |
| June 21-27, 2021       | - **Alumni & Reunion Week 2021**                                                                                                          |